

Part 2 - Audiovisual Records

This schedule covers audiovisual and related records created by or for the Department under contract or by grant, acquired from outside sources as well as those produced internally. Audiovisual records more than 30 years old must be offered to the National Archives and Records Administration (NARA) before applying disposition instructions set forth in this schedule.

Audiovisual records include still and motion picture photography, graphic materials, and sound and video records. Related documentation includes: (1) production files or other files documenting the creation, justification, ownership, and rights to the records and (2) finding aids used to identify or access the records.

Record Elements (Permanent Value)

Guidance for each type of audiovisual records, the specific record element (originals, negatives, prints, dubbings, etc.) required by 36 CFR 1228.184 for preservation, reproduction, and reference are provided in the NARA publication "Managing Audiovisual Records: An Instructional Guide." Copies can be obtained from the Department's Records Officer.

Disposition Instructions

The term "destroy" is used to authorize the destruction of data or information. Erasable media such as magnetic tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 101-45.10, "Recovery of Precious Metals."

This schedule authorizes the disposal of certain records without further concurrence from NARA. See GRS 21 for other audiovisual records that are not covered in this schedule.

All records listed in this records retention/disposition schedule that are designated as permanent and that predate the dates listed in this schedule must be transferred to the National Archives and Records Administration (NARA) immediately upon approval of this schedule.

Part 2 - Audiovisual Records

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ED/RDS
ITEM
NO.

DESCRIPTION OF RECORDS

DISPOSAL
AUTHORITY

AUDIO RECORDS

1. **Audio Cassettes.** Digital and analog formats of audio recordings of speeches, press conferences, and other media events involving high-level Department of Education officials.

Disposition: **PERMANENT.** Cutoff at end of calendar year. Transfer all cassettes (original or earliest generation and a subsequent generation copy for reference, if one exists [36 CFR 1228.184(c)] for the time period covering the length of service of each Secretary of Education to NARA one year after incumbent Secretary leaves office.

NARA Job No.
NI-441-96-2
Item 1

2. **Radio News Feeds.**

- a. Analog - Aug. 1990 - Sept. 20, 1995
- b. Digital - Oct. 1, 1995 - Present

Disposition: **TEMPORARY.** Cutoff at end of calendar year. Destroy when no longer needed for reference or two years after Secretary leaves office, whichever is later.

NARA Job No.
NI-441-96-2
Item 2

3. **News Scripts.** Filed by month and date back to August 1990.

Disposition: **TEMPORARY.** Cutoff at end of calendar year. Destroy when no longer needed for reference or two years after incumbent Secretary leaves office, whichever is later.

NARA Job No.
NI-441-96-2
Item 3

MOTION PICTURE RECORDS

4. **Recordings of High Level Officials.**

- a. Videotapes of interviews of high level officials on various news programs, not produced by the Department. (Copyright restrictions)

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ED/RDS
ITEM
NO.

DESCRIPTION OF RECORDS

DISPOSAL
AUTHORITY

Disposition: **PERMANENT**. Cutoff at end of calendar year. Transfer the original or earliest generation and one duplicate copy [36 CFR 1228.184(d)(1)] for the time period covering the length of service of each Secretary of Education to NARA one year after incumbent Secretary leaves office.

NARA Job No.
NI-441-96-2
Item 12a

- b. Professional format video tapes of activities of high level officials, produced by or contracted to be produced for the Department.

Disposition: **PERMANENT**. Cutoff at end of calendar year. Transfer the original or earliest generation and one duplicate copy [36 CFR 1228.184(d)(1)] for the time period covering the length of service of each Secretary of Education to NARA one year after incumbent Secretary leaves office.

NARA Job No.
NI-441-96-2
Item 12b

5. **Training Films/Videos.** General performance review evaluation process and professional development.

Disposition: **TEMPORARY**. Destroy when no longer needed for reference.

NARA Job No.
NI-441-96-2
Item 13

6. **Films Produced under Grants that are Submitted to the Department.**

Disposition: **PERMANENT**. Transfer to Archives when 10 years old.

NARA Job No.
NC-12-75-1
Item 23

STILL PICTURE RECORDS

7. **Photographic Prints, Negatives, and Contact Sheets.**

- a. Central file, black-and-white negatives and corresponding contact sheets relating to the Secretary, Deputy Secretary, Under Secretary, Assistant Secretaries, and other top-level Department officials; confirmation hearings, press conferences, program launchings, VIP visits, and other mission-related Department events; and program implementation, educational facilities, and classroom activities in the field.

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ED/RDS
ITEM
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DESCRIPTION OF RECORDS

DISPOSAL
AUTHORITY

Date span: 1981 to present.
On hand: ca. 10,000 images, or 1.5 cf.
Annual accumulation: ca. 4,000 images, or less than 1 cf.

Disposition: **PERMANENT**. Transfer all materials generated before January 20, 1993, to NARA upon approval of this schedule. Thereafter, transfer original negatives and contact sheets for the period covering the length of service of each Secretary of Education to NARA one year after incumbent Secretary leaves office.

NARA Job No.
NI-441-96-2
Item 14a

- b. Central file color negatives and corresponding contact sheets relating to the Secretary, Deputy Secretary, Under Secretary, Assistant Secretaries, and other top-level Department officials; confirmation hearings, press conferences, program launchings, VIP visits, and other mission-related Department events; and program implementation, educational facilities, and classroom activities in the field.

Date span: 1981 to present.
On hand: ca. 70,000 images, or 10.5 cf.
Annual accumulation: ca. 8,000 images, or 1 cf.

Disposition: **PERMANENT**. Transfer all materials generated before January 20, 1993, to NARA upon approval of this schedule. Thereafter, transfer original negatives and contact sheets, along with a duplicate negative if available for each item, for the period covering the length of service of each Secretary of Education, to NARA one year after incumbent Secretary leaves office.

NARA Job No.
NI-441-96-2
Item 14b

- c. Central file prints, black-and-white and color, relating to the Secretary, Deputy Secretary, Under Secretary, Assistant Secretaries, and other top-level Department officials; confirmation hearings, press conferences, program launchings, VIP visits, and other mission-related Department events; and program implementation, educational facilities, and classroom activities in the field.

Date span: 1981 to present.
On hand: ca. 10,000 images (mostly 3.5"x5"), or ca. 3 cf.
Annual accumulation: ca. 2,000 images, or less than 1 cf.

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ED/RDS
ITEM
NO.

DESCRIPTION OF RECORDS

DISPOSAL
AUTHORITY

Disposition: **PERMANENT**. Transfer all materials generated before January 20, 1993, to NARA upon approval of this schedule. Thereafter, transfer all prints, for the period covering the length of service of each Secretary of Education, to NARA one year after incumbent Secretary leaves office.

NARA Job No.
NI-441-96-2
Item 14c

- d. Central file prints, negatives, and contact sheets relating to routine subjects, including portraits of low-level Department staff and coverages of employee awards events, retirement ceremonies, and training classes, campaigns, or commemorations (e.g. CFC campaigns, blood drives, ethnic or women's history month events, etc.) common to most Government agencies, 1981 to present.

Disposition: **TEMPORARY**. Destroy when no longer needed for agency purposes.

NARA Job No.
NI-441-96-2
Item 14d

- e. Assignment log documenting central file coverages, 1981 to present.

Disposition: **PERMANENT**. Transfer written or printed log pages to NARA with corresponding photographic blocks from 1a, 1b, and 1c. Also transfer electronic versions of pages, if available, in format readable by NARA.

NARA Job No.
NI-441-96-2
Item 14e

- f. Select file prints, black-and-white and color, of leading Department officials, major events, and classroom activities, compiled for agency and public reference needs.

Date span: 1981 to present.

On hand: ca. 1,500 prints (mostly 5" x 7" and 8" x 10"), or 3 cf.

Annual accumulation: ca. 200 prints, or less than 1 cf.

Disposition: **PERMANENT**. Transfer all pre-1989 prints, annotated at least with assignment log numbers and negative numbers, to NARA upon approval of this schedule. Thereafter, cutoff similarly-annotated prints in 8 year blocks, and transfer each block 6 years after cutoff point.

NARA Job No.
NI-96-441-2
Item 14f

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ED/RDS
ITEM
NO.

DESCRIPTION OF RECORDS

DISPOSAL
AUTHORITY

VIDEO RECORDINGS

8. **Programs Produced under Grant that are Submitted to the Department.**

Disposition: Transfer to the Archives when 10 years old.

NARA Job No.
12-75-1, Item 23